

Carnoustie Early Learning and Childcare Centre



Parent Handbook



Welcome

Welcome to Carnoustie ELCC, our team of professionals are here to provide a warm nurturing learning environment for your child. Your child will be provided with exciting opportunities to develop their skills, knowledge and understanding while learning through high quality play and experiences.

Partnerships with parents

We would love to involve parents in the life of our centre, we value your thoughts, opinions and feedback. To allow us to work together we hope to develop a parent partnership group to give you the opportunity to have a voice to share their ideas and be involved in our learning community.

As part of our commitment to you we will ensure there is two-way communication, you will be kept up to date with your child's learning and progress. To ensure effective communication we will use a variety of methods including online learning journals, email, newsletters and Twitter,

follow us [@CarnoustieELCC](https://twitter.com/CarnoustieELCC)



Meet the team



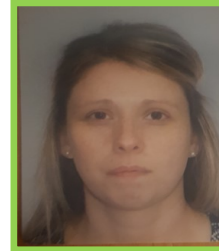
Mrs Davis

Manager



Mrs Rollo

Depute Manager



Mrs McGann

Clerical Officer



Mrs Robertson

Senior Early
Years
Practitioner



Miss Simpson

Senior Early
Years
Practitioner



Miss McWalter

Senior Early
Years
Practitioner



Mrs Cuthbert

Senior Early
Years
Practitioner



Miss Christie

Senior Early
Years
Practitioner



Miss Clark

Early Years
Practitioner

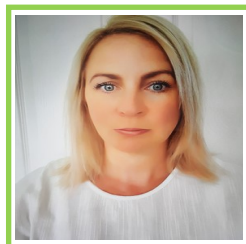


Mrs Foote

Early Years
Practitioner

Miss Deuchars

Early Years
Practitioner



Miss Mckenzie

Early Years
Practitioner



Mrs Russell

Early Years
Practitioner



Ms Whyte

Early Years
Practitioner

Mrs McDonald

Early Years
Practitioner



Mrs McGregor

Early Years
Practitioner



Mrs Forbes

Early Years
Practitioner



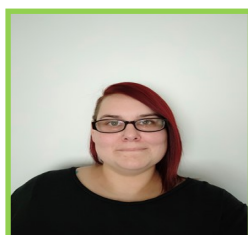
Miss Brown

Early Years
Practitioner



Miss Scott

Early Years
Practitioner



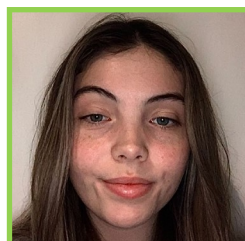
Miss Waters

Early Years
Practitioner



**Miss
McGregor**

Early Years
Practitioner



Miss Allardyce

Modern
Apprentice



Miss Coull

Modern
Apprentice



Mrs Bisgrove

Early Years
Assistant



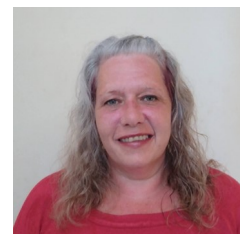
Miss Muir

Early Years
Assistant



Mrs Watson

Early Years
Assistant



Mrs Rae

Early Years
Assistant



Miss Allan

Early Years
Assistant

Vision, Values and Aims

We celebrate children by **inspiring creativity, curiosity** and **inquiry**.

Children's creativity and curiosity

Achievement for all

Respectful relationships

Nurturing practice

Outdoor play and learning

United Nations Rights of the Child

Supporting each other

Teaching and learning

Individuals

Equality and diversity

Our aims

- ◇ High quality interactions between staff and children
- ◇ To encourage leadership at all levels
- ◇ Parents and professionals as partners in children's learning
- ◇ To celebrate each child's achievements
- ◇ Provide a rich learning environment which adapts to the children's needs

Settling in to the Centre

Prior to your child starting at the centre with us you will be invited in for a transition visit. The transition visit is an opportunity for you and your child to meet the team and your child's keyworker.

During your transition visit your keyworker will spend some time getting to know you and your child and complete a My World document.

This visit is the perfect opportunity for you to ask your child's keyworker any questions you may have and share any vital information about your child.

Drop off and Collection

Upon arrival at the centre please bring your child in the building and downstairs, staff will meet you at the door to your child's room. And escort your child in to the room.

All funded sessions across Angus Council ELC settings will be comprised of two main stages: flexible drop-off and pick-up times at either end of the session, and "core learning time" in between

Core learning time is designed to be a time where all children are present and is free from any interruptions naturally caused by people entering and leaving the setting. This uninterrupted time allows children to play and learn purposefully together and also provides opportunities for staff to be fully engaged in furthering children's learning opportunities

Drop-off: between 8.45am and 9.45am

Core learning: between 9.45am and 1..30pm (includes morning snack and lunch)

Pick-up: between 1.30pm and 2.45pm

If your child is unwell

If your child is unwell please call the centre as soon as possible to inform us of their absence, if your child is absent and we have not received a call from home we will contact you at 10am

If your child has diarrhoea and/or is vomiting they cannot attend nursery until 48 hours from the last episode of diarrhoea or vomiting.

If your child becomes unwell during a session we will call you to collect them, if we are unable to contact you we will call your child's emergency contacts, please make sure all contact numbers are kept up to date.

To reduce the risk of infection for other children and staff we ask that you keep your child at home until they are fit and well.

Medicines

Your child may at times require medication while at the centre. If this happens you need to bring in the medication in the original box and instruction leaflet and sign this in with a member of the management team. You will be required to take the medication home when it is no longer required.

If your child requires emergency medication that needs to be kept on site we will be happy to discuss this with you. We will review your child's medical needs with you at the start of each term.

Covid-19

There are currently no restrictions within the setting due to the coronavirus pandemic, if at any point guidance or restrictions change we will inform you by email.

Snacks and Meals











During the session children will be provided with a well balanced healthy breakfast if attending from 8am, AM snack and/or a PM snack. Children attending a full day session will be provided with a hot lunch from Tayside contracts

Children will be provided with drinking water throughout the day from an individual drinks bottle labelled with your child's name.

Children will make their meal choice when they arrive at the start of the day with the support of the staff.

This is an example of Tayside contracts lunch menu, if your child has an allergies or medical requirements please discuss this at you transition visit.

V - Vegetarian Ve - Vegan

	Monday	Tuesday	Wednesday	Thursday	Friday
Choice 1	Chicken Curry with Rice 	Traditional Mince & Doughballs with Boiled Potatoes 	Roast Beef in Gravy with Yorkshire Pudding & Mashed Potato 	Chicken & Tomato Rice 	Salmon & Sweet Potato Fishcake with Diced Potato 
Choice 2	Vegeballs in BBQ Sauce (Ve) with Pasta 	Macaroni Cheese (V) 	Baked Potato with Baked Beans (Ve) 	Vegetable Burrito (Ve) with Pilau Rice 	Vegetable Omelette (V) with Diced Potatoes 

If you would prefer to supply your child's own packed lunch you can do this, here are some ideas for a well balanced lunch.

Lunch ideas

- Sandwiches
- Wraps
- Pitta breads
- Crackers
- Oatcakes
- Salad

Sandwich fillings:

- Cheese
- Cheese spread
- Tuna
- Egg
- Ham
- Chicken

Other items could include:

- Fruit– cut up in a box (grapes and tomatoes must be cut)
- Small box of crisps (a full bag is often too much)
- Baby bel cheese
- Yoghurts
- Chopped veg and a dip
- Cous cous

Try and include normal portions that your child would eat at home, don't give them too much.

Staff will encourage your child to eat the contents of their packed lunch

We respectfully ask that you **don't include:**

- Fizzy drinks
- Sweets/chocolate of any kind
- Drinks in glass bottles
- Food that has to be heated.
- Nuts or nut products such as peanut butter or Nutella

Children are welcome to bring a warm lunch in a thermos flask, please make sure children have cutlery they may require in their lunch bags.

Children love to get messy!

We will have lots of fun and possibly messy experiences in the centre and outdoors. Your child will need to wear comfortable practical clothing that is suitable for the weather, as the weather will not stop us playing outdoors.

We encourage children to be as independent as possible so please try to avoid clothing that has complicated fastenings that may require assistance, why not practice buttons, zips and studs at home so your child can dress themselves and change their own shoes, this would be greatly appreciated.

Children will require a bag that has a spare 2x full change of clothes including underwear and socks, a hat, scarf and gloves for winter and a sun hat for summer along with their sun cream. If the weather is wet we would encourage you to provide wellies for your child along with a full set of waterproofs.

Please ensure that all items of clothing are clearly marked with your child's name this will assist staff in ensuring children wear and take home the correct items of clothing.



Curriculum and Learning

Within Carnoustie ELCC children are active participants in their learning. We achieve this through;

- An enabling environment, children have access to resources that are appropriate, the adults support their play allowing the children time to explore and engage.
- Leaders who love learning, all our staff love their jobs and develop the children's learning through questioning, co researching with the children and encouraging the children's curiosity.
- Respectful relationships, we have a shared ethos that everyone is actively listened to and we all have a positive respectful relationship with each other.
- Play filled teaching and learning, all learning for the children should be full of fun as well as challenging with support from the staff team
- Progression for all, we plan for every child's learning in the centre and ensure there is progression in their learning by considering the children next steps regularly
- Flexible care and support, we adapt our practice to support the families and children's needs

Within the centre we use Developmental Milestones , Realising the Ambition and Curriculum for Excellence to plan and support our children's learning.

How we keep you informed of your child's progress

Staff use observations, notes, as well as conversations drawings etc. to document your child's learning in an individual online learning journey. Information on how to access your child's online journal will be discussed at your transition visit. We involve the children in reflecting on their learning within their learning journey and we actively encourage you to include your comments on the children's progress.

We share feedback on your child's progress through informal chats.

There is no need for us to provide a formal written report as your child's learning journal will provide an accurate picture of where they are in their unique learning journey at all times..

To keep you up to date with children's learning and experiences while at the centre we will post regular updates on our Twitter page @CarnoustieELCC

We are always happy to discuss any aspect of your child's learning and progress with you and if you have any queries or worries please speak to us.

How to contact us

Email

Carnoustieelcc1@angus.schools.org.uk

Phone

01241 467400

Complaints

If you have any issues or complaints you wish to discuss regarding our Early Years Service it would be good to talk to your child's key worker in the first instance. However if you would like to discuss the matter further make contact in person, by phone or email with a Senior Early Years Practitioner.

If you are not satisfied with the outcome you should then make contact with in person, by phone or email with the **Depute Manager or Manager**. We would like to resolve your complaint with you at the earliest opportunity.

If for any reason you are unhappy with the response we provide to your complaint you can contact either the Angus council **ACCESSLine 03452 777 778** or the Care Inspectorate, **Care Inspectorate, Compass House, Riverside Drive ,Dundee, 0345 600 9527**

Important information for all families

Financial Support which may be available to Parents/Carers

Welfare rights advisors offer free confidential help and advice to ensure you are receiving your **correct entitlements**.

They can help with:

- getting the benefits and tax credits you are entitled to
- welfare reform
- debt
- completing forms
- challenging and appealing benefits or tax credits decisions

Universal Credit

- eviction and homelessness debt (including rent/mortgage arrears)
 - charitable/benevolent fund applications
- representation at court

You can make a referral or ask the Welfare Rights team a question using the online form on the Angus Council webpage - [https://www.angus.gov.uk/benefits and money advice](https://www.angus.gov.uk/benefits-and-money-advice). Other ways to contact the Welfare Rights Team are to text **Angus** to **60040** (standard text charges apply) or via Facebook. If you are unable to complete the form or send a text, and are in a vulnerable situation, please contact your ELC provider or call **ACCESSLine 03452 777 778**